



## Leagues that Schedule with GotSport

### Eastern Pennsylvania Youth Soccer Official Roster Event

The official Rostering event should be closed completely. Do not have the application or allow clubs to directly enroll turned on. This is because they will submit the teams directly from their scheduling event into the official rostering event.

#### Under Event Info

1. Turn off Open application form and Allow clubs to directly enroll teams in the Eastern Pennsylvania Youth Soccer official rostering event and save.
  - a. You can check this by going to scheduling and events
  - b. Select Eastern Pennsylvania Youth Soccer Official Roster
  - c. Under event info to the right under registration
  - d. Open application form and allow clubs to directly enroll teams should not be checked on

#### Registration

- Open application form ←
- Allow clubs to directly enroll teams ←  
This will allow a club to enter teams into your league without completing an application form or entering an online payment.
- Allow club registration form
- Allow referee registration form
- Do not collect or store payment details until after team is invoiced
- Require arrival/departure dates
- Require state for teams registering

Post Registration Store

[Save](#)

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Global Registration URL:  
This event does not have an open application form.



## League's Scheduling Event: How to Open for Clubs to Register Directly

Open your **scheduling league event** to allow clubs to directly register.

- Go to Scheduling and Events
- Select your league's scheduling event
- Go to event info
- To the right under registration check Open application form on and click save.

The screenshot shows the 'Edit Event' form with the following fields and options:

- Event Info:**
  - Name: [Text Input]
  - Competition: [Text Input]
  - Start Date: 12/01/2024
  - End Date: 07/01/2025
  - Seasonal Year: 24/25
  - Age Method: Calendar Year
  - Affiliation: USYS
  - Website URL: [Text Input]
  - Roster Doc Title: Governing Org
  - Event Code: [Text Input]
- Registration:**
  - Open application form
    - Include and require team roster coach/manager step
    - Include team roster player step
    - Require user to select club
    - Allow Manual Team Payment
    - Require Background Check To Register
  - Allow clubs to directly enroll teams  
This will allow a club to enter teams into your league without completing an application form or entering an online payment.
  - Allow club registration form
  - Allow referee registration form
  - Do not collect or store payment details until after team is invoiced
  - Require arrival/departure dates
  - Require state for teams registering
- Post Registration Store:** [Text Input]



## League's Scheduling Event: Roster Build and Modify turned Off

- Clubs do not build rosters in your scheduling event. Clubs should only be building rosters in Eastern Pennsylvania Youth Soccer Official rostering event.
- Go to Scheduling and Events
- Select your league's scheduling event
- Click on access and options at the top and scroll to Associated Club Roster Permissions
- Ensure Build and modify event roster is not checked on.

The screenshot displays the management interface for a scheduling event. The top navigation bar includes tabs for Event, Registrations, Scheduling, Scoring, Primary Schedule, Public Schedule, Stores, Fields, and Exports. Below this, a secondary navigation bar shows Event Info, Application, Registration Fees, Appearance, Features, Access & Options, Assignments, and Referees. The 'Access & Options' tab is selected, and a red arrow points to it from the 'Associated Club Roster Permissions' section. The left sidebar contains a menu with categories like Dashboard, Users, Association, Venues, Communications, Club Management, Programs, Scheduling, Activity Types, Archives, Features, and Support. The main content area shows a list of permissions under the heading 'Associated Club Roster Permissions'. The first permission, 'Build and modify event roster', is unchecked, with a red arrow pointing to the checkbox. Other permissions include 'Automatically approve compliant roster changes', 'Automatically approve staff compliant roster changes', 'Hide ability for club to remove approved players', 'Hide ability for clubs to remove approved club pass players', 'Have clubs change team comp level during registration', 'Show match cards for users', 'Allow Compact Match Cards', 'Match Card Access Days Before', 'Only include approved roster members in match cards', 'Allow home staff to upload game sheet', 'Allow away staff to upload game sheet', 'Allow game sheet upload on public pages', 'Include match specific rosters in game sheet', and 'Require match day roster selection for each match'.



## **League's Scheduling Event: How to Close Registration**

How a League can close their event for registration for your league's Scheduling Event.

- a. Go to Scheduling and Events
- b. Select your league's scheduling event
- c. Go to event info
- d. To the right under registration uncheck Open application form
- e. Click save.



## League's Scheduling Event: Team's Competitive Level

Ensure all your teams have the correct Level of competition for your League.

1. Travel Leagues= Teams competitive level Travel
2. Rec Leagues= Teams competitive level Rec

How a league can ensure all teams in your scheduling event have the correct competitive level.

- a. Go to Scheduling and Events
- b. Select your league's scheduling event
- c. Click Registrations at the top
- d. Select all teams
- e. Select all team highlighted
- f. Bulk actions select the blue button that says Set Competitive Level
- g. Select the correct level for league Travel or Rec under Eastern Pennsylvania Youth Soccer.
- h. Click Save.



## League's Scheduling Event: Register teams from Scheduling Event to Eastern Pennsylvania Youth Soccer Official Rostering Event.

How a League can register your teams from your scheduling event to the Eastern Pennsylvania Youth Soccer Official rostering event.

- a. Go to Scheduling and Events
- b. Select your league's scheduling event
- c. click Registrations at the top
- d. Select all teams that need to be registered directly to Eastern Pennsylvania Youth Soccer Official Rostering event
- e. Bulk actions select the blue button that says Register to Event
- f. Select the Eastern Pennsylvania Youth Soccer Official rostering event
- g. Click Create.

The teams will now show also registered in the Eastern Pennsylvania Youth Soccer official rostering event.

**Team Registrations (50)** ☰

Displaying team registrations 1 - 50 of 201 in total

**Bulk Actions (1)** [Edit Registrations](#) [Send Message](#) [Add Flag](#) [Invoice Team](#) [Register to Events](#) [Update Payment Plans](#) [Update Team Names](#) [Set Competitive Level](#)

[Get Team Ranks](#) [Freeze/Unfreeze Rosters](#) [Set Roster Source](#)

Roster



## Eastern Pennsylvania Youth Soccer Official Rostering Event: Check if team's are in more than one Official Rostering Event

How a League can check if teams are in more than one official Rostering event

- Go to Association and events
- Click on Eastern Pennsylvania Youth Soccer Official Rostering event
- In the filters go to In Other Registration Event? And select yes and click search.

This will show you teams that are in other Eastern Pennsylvania Youth Soccer Official Rostering events. A team should only be in one official rostering event for a seasonal year.

If you have teams that are in more than one, please contact those teams and ask what their teams primary league is.

The screenshot displays the 'Association / Events' filter page. The left sidebar contains navigation options: Dashboard, Users, Association (highlighted), Venues, Communications, Club Management, Programs, Scheduling, Activity Types, Archives, Features, and Support. The main content area shows various filter fields: Team Name, Club (None selected), Complete, Submitted, Age From (All), Age To (All), Gender, Accepted / Active, Payment Status, State (None selected), Team Association (None selected), Flags (None selected), Preferred Division, Level (None selected), Only Show, Filter Days (1), Notified, Also registered in, Player Frozen, and Staff Frozen. At the bottom, the 'In Other Registration Event?' field is set to 'Yes' (selected) with a radio button, and a 'Search' button is visible. Red arrows point to the 'Yes' radio button and the 'Search' button.



**Eastern Pennsylvania Youth Soccer Official Roster: Team is not Primary to your League but is showing in the event:**

If a team is registered in your EPYSA official roster and not primary to your league, follow the below steps.

**Note: This needs to be done before the team is approved/accepted in the Eastern Pennsylvania official rostering event. If the team is already approved in the official rostering event the league will be billed a team fee.**

- a. Go to Scheduling and Events
- b. Select your EPYSA official rostering event
- c. click Registrations at the top
- d. Find the team you need to remove from the event
- e. Click on the team's name you need to remove from the event
- f. Click on actions drop down
- g. Click delete team registration.

This will remove the team registration from Eastern Pennsylvania Youth Soccer official rostering event.



### **League's Scheduling Event: Source Roster**

How a League can Source Roster in the Leagues scheduling event.

- a. Go to Scheduling and Events
- b. Select your league's scheduling event
- c. click Registrations at the top
- d. Select more filters
- e. Select also registered in
- f. Select one by one each EPYSA official rostering event
- g. Click Search
- h. Select all teams
- i. Bulk action select set roster source
- j. Select what event you would like to source roster their roster from
- k. Click Save

This will source roster the teams roster from an event they are registered to in your leagues scheduling event.